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10 JUN 1971

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Inspector General's Survey of the Office of Personnel

REFERENCE : Extract fm IG's Survey of the Office of Personnel
dtd Apr 711. This memorandum is for your information only.

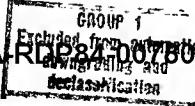
2. One of the primary problems confronting the Agency is space. Contributing factors are the increased requirements during the past several years to provide space for new offices and new projects, particularly those concentrated in the area of science and technology, and the necessity to make available especially configured large blocks of space for computer installations. Historically, any progress with respect to the state of the art in scientific fields can be directly related to increased requirements for space in which to house new projects and new machine installations.

3. To meet these expanding special requirements over the years, the Agency has been forced to rely to a large extent upon leased office spaces which have resulted in the dispersion of various components to the Rosslyn area, [redacted] and other buildings within the Washington metropolitan area. At the present time, approximately

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4. The Office of Logistics (OL) would agree that the Retirement Division and the Special Assistant are located in a site which may be of some inconvenience and time-consuming with respect to required liaison with other Office of Personnel (OP) components or personnel located at the Headquarters Building; however, when it is necessary to move elements of an office from the Headquarters Building, generally as a result of causes mentioned in paragraph 2 above, the Office Head or Deputy Director determines which component could be moved with the least disruption and loss of effectiveness to the Agency as a whole. Secondly, and perhaps most important, it is for all intents and purposes an

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impossibility to move additional Support Services components from the Headquarters Building without the mass movement of personnel, security, or medical files or the Agency Signal Center. To relocate these files would be a massive undertaking and there is the inherent risk of loss through continuous transporting back and forth to the Headquarters Building. The movement of the Signal Center is simply not a viable option due to operational requirements.

5. We would agree that the Magazine Building, in which the above OP components are housed, represents our largest single problem from the point of view of totally inadequate maintenance, janitorial, and related building support services. During the past year, OL and representatives of the General Services Administration (GSA) have held a number of meetings with the Magazine Building management in demanding drastically improved quality in these services. As of this date, we have enjoyed only marginal success; and, as noted in the referent survey, a current review is underway to improve these services or to seek GSA to relocate Agency tenants to more suitable quarters. We have noticed some improvements but it remains too soon to fully assess total results and the long-range intentions of the Magazine Building management to improve conditions. This is and will continue to be monitored closely.

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7. The recent space allocations to the Retirement Division are evidence that OL is aware of OP space problems and is actively engaged in solving these problems to the

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extent possible within available resources. Although the Credit Union and the Insurance Branch are "locked in" to space presently allocated on the first floor of the Headquarters Building, we have requested the Logistics Services Division, OL, to prepare new design layouts which will provide the Credit Union and the Insurance Branch with more effective utilization of existing space and to upgrade the environmental conditions.

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8. The relocation of the OP Plans and Review Staff, Qualifications and Analysis Branch, Statistical Reports Branch, and Position Management Compensation Division

[redacted] on or about 17 July 1971 will provide these components with an esthetically superior environment and increased effectiveness in space utilization. The Logistics Services Division, OL, in working with OP representatives, has prepared plans which will configure this new space to OP specifications.

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9. In the process of constantly researching space allocation and environment problems, we have determined that there are a number of office and special-purpose areas within Headquarters and other Agency-occupied leased buildings that are purely functional as to environment and, in many cases, drab and uninteresting. During the past year, we have solicited the advice of [redacted] interior design consultant, in an 25X1 effort to upgrade 12 such "depressed" areas. Work in these areas, based on [redacted] recommendations and subject to the availability of funds, has been progressing satisfactorily. The Agency Fine Arts Commission (FAC) has proposed, and we concur, that these efforts be continued in FY 1972. Accordingly, we would recommend that the Director of Personnel consult with the FAC [redacted] to seek an environmental 25X1 upgrading of these areas which it may be felt are drab and uninteresting. OL is prepared to provide all logistical services and support within its means to assist in these actions.

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[redacted]
JOHN F. BLAKE
Director of Logistics

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